

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7356827

POSITION NO: 945758

CLASS CODE: 1525

Date Posted: 7/16/2012

Closing Date: 7/27/2012

POSITION TITLE: ACCOUNTING TECHNICIAN**

DEPARTMENT NAME: Navajo Head Start - Fort Defiance Agency

DEPARTMENT NO: 735 **WORKSITE LOCATION:** FT. DEFIANCE, AZ

WORK DAYS/HOURS: Monday-Friday **POSITION TYPE:** Permanent: X **GRADE:** V57A

Days: Monday-Friday

Hours: 40 Hours/Week

Permanent: X

Temporary:

Part-Time:

Duration:

No. of Hrs./Work: 40

SALARY:

\$ 21,881.60 **Per Annum**

\$ 10.52 **Per Hour**

DUTIES AND RESPONSIBILITIES:

Performs a variety of non-professional accounting duties that are relatively complex and demanding. Assures day to day tasks are carried out in accordance with accounting methods and practices. Prepares, reviews and processes financial documents; validates, controls and maintains accounting records involving multiple accounts; reconciles subsidiary ledgers with central general ledgers having a variety of transactions; closes accounts and prepares balance sheets and financial statements. Receives and reviews purchase requisition/orders, requests for payment invoices, budget transfer/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligations; maintains and makes necessary adjustments to various records; sorts documents and post debits/credits to proper accounts. Verifies billing statement and prepares for authorization; checks for accuracy, completeness and compliance with tribal regulations; complies numerical and statistical information for report purposes or financial statements. Contact various Nation personnel to resolve discrepancies or problems.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED and supplemented by College level course in bookkeeping and/or accounting; and (To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)

EXPERIENCES: Two (2) years progressive bookkeeping and clerical accounting experiences; or an equivalent combination of education, training, and experiences which provides the capabilities to perform the described duties.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid State Drivers License, Within 90 days of employment must obtain a Physical Examination, a First Aide Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handlers Permit, and a Navajo Nation Vehicle Operators Permit, Some positions may require a Commercial Drivers License.

Special Knowledge, Skills and Abilities:

Knowledge of accounting, budget and financial transactions associated with tracking and recording budget transactions. Knowledge of public relations/customer service principles practices and techniques. Skill in preparing and maintaining accurate records and files. Skill in understanding and following oral and written directions. Skill in utilizing computer databases, spreadsheets, to conduct research.

UNION POSITION**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

VETERANS PREFERENCE APPLIES